

AUDITOR/INSPECTIONS

Tennessee Valley Authority – Office of the Inspector General

Opening Date:	June 25, 2004
Closing Date:	August 6, 2004
Salary Range:	\$31,000 - \$95,000
Position Location:	Chattanooga, Tennessee (Relocations benefits are provided)
Number of Available Positions:	One or more

FUNCTIONAL STATEMENT AND PURPOSE

The Tennessee Valley Authority has an immediate vacancy in its Chattanooga, Tennessee, office for an auditor with 3 to 7 years of experience in auditing and inspection type projects. We are looking for an individual that has a performance audit and/or inspections background for a varied and challenging role within the OIG. He or she will exhibit meticulous attention to detail, have very good interpersonal skills, good communication skills, have leadership skills, possess a high level of acumen, and be a team player. The candidate must be able to work with cross-functional teams, team with less experienced auditors providing guidance and leadership, and display drive, self motivation and resilience.

Under the general guidance of the Manager of Evaluations and Special Inquiries, the successful candidate will be involved in the conduct of performance audits and/or inspections of TVA's ongoing operations, capital projects, financial activities, contract and procurement activities to provide the IG with an independent assessment and proof of the possibility of fraudulent and/or other inappropriate activities, the propriety and efficiency of control structures, and the efficiency/adequacy of TVA's business processes. He/she will be able to extract data from TVA, vendors, and other external company systems for analysis and audit testing, effectively interview operational management, draft audit/inspection scope documents, audit programs, write audit/inspection reports, and handle multiple concurrent tasks and assignments. Projects involve sensitive matters.

Plans and conducts operational, performance, financial, and financial-related audits and other audit-related reviews designed to (1) promote the economy and efficiency of TVA operations and (2) prevent waste, fraud, and abuse.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in business, accounting, finance, or other fields supplemented by courses in these areas.
- Should have a minimum of 3 years audit experience in performance or financial related audits, or inspections.
- Experience in conducting financial analysis, fraud detection and performing operational reviews.
- Experience in an IG organization is desirable.
- Experience with a Big 4(or former Big 8) accounting firm, regional accounting firm or the auditing department of a firm producing, operating or distributing power is desirable.
- Demonstrated ability to communicate orally and in writing, logical thinking, quantitative analysis, and comprehension of written information.
- Proficient in office automation software to include word processing, spreadsheets, presentation, and databases.
- Ability to use computer-assisted audit techniques, and statistical analysis and sampling techniques.
- CFE/CPA/CIA/CMA license or designation or movement in direction of such is sought.
- Employment is subject to successful completion of a physical, drug screening, and background investigation.
- Position requires regional travel.
- Must possess a valid driver's license.
- Must be a U.S. Citizen

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FUNCTIONAL ACCOUNTABILITIES

- Conducts audits and/or assist team leaders in the development of audit/inspection workplans designed to accomplish audit/inspection objectives. Completes audits/inspections in compliance with policies, procedures, and appropriate standards.
- Performs data collection and analysis of records in accordance with program requirements. Makes corroborative inquiries and observations. Prepares written summaries of audit/inspection work performed and conclusions made.
- Occasionally performs quality control reviews to ensure audits/inspections comply with general auditing/inspection standards and support findings and recommendations.
- Conduct entrance conference, exit conferences, and audit/inspection interviews. Prepares interview write-ups and summary write-ups that are clear and concise.
- Understands the appropriate use of office automation and utilizes computer-assisted audit/inspection techniques, and statistical analysis and sampling techniques for audit/inspection assignments.
- Provides guidance to less experienced auditors.

TO BE CONSIDERED FOR THIS POSITION YOUR RESPONSE MUST INCLUDE

- The types of audits and inspections conducted.
- Your capacity or position in these activities (e.g. senior auditor, senior internal auditor, etc.)
- The types of entities for whom these tasks were performed (e.g., power, utility, energy, pipeline or rail transportation industry).
- The types of audit/inspection standards utilized.

HOW TO APPLY

Please submit the following:

- Resume, to include types of audits conducted, standards used, role of involvement in the conduct of the audit, and the type of entity for whom the audit was performed
- training record, certifications, and professional affiliations.

WHERE TO SUBMIT APPLICATIONS

Mail to:

Tennessee Valley Authority
Office of the Inspector General
400 West Summit Hill Drive, ET 4C
Knoxville, Tennessee 37902

Attn: Human Resources

Or submit electronically to:

oigcareers@tva.gov